



POLICY TYPE: **Job Description**
POLICY TITLE: **Director of Student Wellness & Diversity**
APPROVED: **March 22, 2010**

3.7

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall be available to students in the SUCCI Office for a minimum of four (4) hours per week. Office hours must be between the hours of 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
6. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
7. Shall promote wellness, diversity awareness, social outreach and health & safety issues on campus and act as the student representative on committees which affect the wellbeing of students on campus (ex. Respect Committee). Involvement in events may extend to community awareness programs and on campus programs such as the Multicultural Fair, National Day of Remembrance, International Day Against Racism. Know the Score, Health and Wellness Fair.
8. Shall act as the SUCCI liaison between SUCCI and Student Services.
9. Shall be encouraged to submit regular articles to the Student Newspaper on activities and events relevant to your specific area of responsibility.
10. Shall assist the Administrator, Wellness & Diversity on all matters pertaining to wellness and diversity events or campaigns planned by SUCCI.
11. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
 - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.